

ADMINISTRATIVE - INTERNAL USE ONLY

22 November 1976

MEMORANDUM FOR: Chief, TSS
FROM : [REDACTED]
Deputy Director of Training
SUBJECT : Meeting with Senior Training Officers

STATINTL

The next meeting of the DTR with the STOs is scheduled for 8 December and several items have been suggested for the agenda which fall in your general bailiwick. These are as follows:

STATINTL

1. Dissemination of external training material.

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STATINTL

[REDACTED] feels that the dissemination effort should be directed to him in the S&T Directorate and he will determine further dissemination. Other STOs may not be agreeable to the idea. Suggest that [REDACTED] proposal be presented and get the reactions.

STATINTL

STATINTL

2. [REDACTED] would like to make a pitch on the monitoring of external training completions. (Doris had also mentioned some problems with getting form 73s and other data earlier for [REDACTED] courses; suggest she deal directly with [REDACTED] on this and not belabor all the other STOs with this problem.)

STATINTL

3. [REDACTED] has indicated he would like to discuss the following:

"Over the past year we have received a rash of late notices on many of the top courses offered by the Agency, DoD, and external academic institutions. Two weeks lead time does not allow for the satisfactory selection of candidates in the Directorates. We are currently preparing a long-range tickler system to anticipate regularly scheduled courses--OTR may wish to consider using this approach for those courses which do not already appear on the OTR Catalog Schedule."

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STATINTL

4. [REDACTED] also proposes we discuss the incorporation of contract employee training into the ATR as follows:

"The training records on contract employees, both past and present, are maintained separately from the regular Agency Training Record data base. The DDS&T, as well as the DDO, employs a large number of former and current contract employees. To obtain the record on all employees one must interrogate two separate systems. Consolidation of these two systems is recommended."

5. The meeting might provide a good opportunity to update the STOs on the joint efforts to sort out Title 5, upward mobility and EEO.

STATINTL

6. Would you be prepared to attend (10 AM on 8 Dec)
to discuss the above? You may bring others
with you as you wish.
Don

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DDTR	4 JAN 1977	
2			
3	C/TSS		
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

As I recall, we did not attend the 8 Dec STO meeting since [REDACTED] was not present. The points that he raised have been discussed with REPG personnel--we would be glad to discuss in any upcoming STO, as you may wish to schedule.

STATINTL

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
C/TSS <i>KPR</i>	4 Jan 77
UNCLASSIFIED	CONFIDENTIAL
	SECRET


*Next STO Agenda
should include a
presentation by C/ISTB
on SPAT. Additional
items are listed on
attached memo.*

[Signature]
Date

FORM 101 USE PREVIOUS
5-75 EDITIONS

MEMORANDUM FOR:

STATINTL

 will attend in
place on 8 December.
(He is on leave until 13 Dec.)
She is his assistant.

Date

FORM 101 USE PREVIOUS
5-75 EDITIONS

TRANSMITTAL SLIP

DATE
22 NOV 1976

TO:

DTR

ROOM NO.

BUILDING

REMARKS:

Based upon different expressions of interest, I have laid on the following items covered in the attached memo for our next meeting with the STOs. Please let me know if this is acceptable or if you would like arrangements made for other items.

[Signatures]

FROM:

DDTR

ROOM NO.

BUILDING

EXTENSION

FORM NO 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)